

COURSE APPLICATION FORM

Please contact our administration team for availability before returning this form:

Telephone: 0113 2466330

Email: sht-tr.nepsec@nhs.net

Website: www.nepsec.org.uk

DETAILS OF THE COURSE FOR WHICH YOU WISH TO APPLY:

COURSE TITLE:

DATE OF THE COURSE:

COURSE FEE:

DELEGATE INFORMATION:

TITLE:

FORENAME:

SURNAME

JOB TITLE:

EMPLOYMENT ADDRESS:

TELEPHONE:

EMAIL:

SPECIAL REQUIREMENTS: (i.e. Dietary, access etc.)

METHOD OF PAYMENT: Please check our website or contact the administration team for appropriate fees.

*The return of this completed form to the NEPSEC is sufficient to register a provisional place on the course (subject to availability).
Places on the course cannot be fully secured until a full payment or an official purchase order is received.*

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Card: Please enter contact details below if different from above:

Card Holder name:

Tel:

Email:

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Employer: Please send an invoice to the following address:

Purchase Order Number: (Required from employer for invoicing purposes)

Please confirm the Purchase Order Number on the booking form and/or send confirmation with this form.

The purchase order should be raised to Sheffield Teaching Hospitals NHSFT and marked for the attention of NEPSEC.

LINE MANAGER AUTHORISATION:

I have given approval for the above-named person to attend the North of England Pathology & Screening Education Centre

NAME:

DESIGNATION:

SIGNATURE:

DATE:

How did you hear about this course?

NEPSEC Website ☐

Word of Mouth ☐

Conference ☐

Journal ☐

Other ☐

We will never share your personal details, such as e-mail addresses or contact telephone numbers with any third parties for marketing purposes. However, we may contact you with details of our own activities and events. To opt out of receiving such contact, please tick here:

☐

SIGNATURE _____ DATE _____

PLEASE RETURN THIS FORM TO: sht-tr.nepsec@nhs.net

Or NEPSEC, Unit 3 Wakefield Office Village, Fryers Way, Silkwood Park, Wakefield, WF5 9TJ

North of England Pathology and Screening Education Centre

Course Applications Terms and Conditions

Payment

Payment may be made by invoice or by WorldPay accepted payment cards (Mastercard/Visa). If you are unable to pay using these methods, please contact the NEPSEC for further guidance. Unfortunately, we are unable to accept cash payments or cheques.

An invoice can be raised to an employer or third-party organisation, or individual in exceptional circumstances. Applications must be accompanied by or referenced to an official purchase number where possible.

Card Payments via WorldPay will require a telephone conversation with a member of the NEPSEC Team once your application has been accepted. Please have your payment card to hand.

Full payment or request for an invoice must occur at the time of application. Invoices will be raised upon receipt of an application in the period of one month prior to or shortly after the course date and full payment is due within 30 days of issue.

Fees

Course fees are inclusive of tuition, course materials, all refreshments and certificates of completion.

On occasion the centre reserves the right to offer places on courses **free of charge (FOC)**. These places are subject to a £75 admin fee for non-attendance without prior notification. Please see **FOC cancellation**.

Cancellation

Cancellation requests received more than 28 days prior to the course will receive a full refund.

Cancellations received 14 – 27 days prior to the course are subject to 75% refund.

Cancellations received 7 – 13 days prior to the course are subject to 50% refund.

There will be no refund for cancellations received less than 7 days prior to the course and failure to attend the course will be subject to the same terms.

Cancellation requests for courses, where the fee is not greater than the subsistence fee of £15, are subject to a £15.00 cancellation fee.

Cancellation request must be made by email to sht-tr.nepsec@nhs.net and cannot be accepted by any other means. Named substitutes or a one-time transfer to another comparable course can be accepted as an alternative to cancellation/refund.

FOC cancellation

Cancellation of a free course place should be notified 7 days in advance of the course date. Failure to comply will be classed as Non-attendance and a £75 administration fee will be levied.

Changes by North of England Pathology & Screening Education Centre

North of England Pathology and Screening Education Centre reserves the right to cancel or amend courses, tutors, venues, dates or fees at any time. All participants already in receipt of confirmation of place will be notified of any changes that may affect them at the earliest opportunity.

Travel and Accommodation

In the unlikely event that North of England Pathology and Screening Education Centre should cancel a scheduled course reimbursement for travel or accommodation costs cannot be made. Participants are encouraged to take out travel insurance.